4-H Project Fundraiser Checklist

A checklist for 4-H project members planning a project-related fundraiser, from getting permission to thanking buyers and reporting funds. Print it, tick each box as you go, and file the page with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Fundraiser idea approved by leader	☐	☐	☐
Permission from 4-H office	☐	☐	☐
Goal and use of funds decided	☐	☐	☐
Product or service ready	☐	☐	☐
Jobs assigned to helpers	☐	☐	☐
Money-handling plan in place	☐	☐	☐
Promotion done to customers	☐	☐	☐
Records kept of sales	☐	☐	☐
Thank-you notes sent	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Tell supporters exactly how the money will be used, and report back on results afterward.

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